

## Subchapter 6. Employee Counseling Services Program

### 6-1. GENERAL

d. Each Operating Administration shall establish an Employee Counseling Services Program which will include the Alcohol and Drug Abuse Program, and issue internal instructions concerning the program's operation that are consistent with the requirements of this DPM directive, FPM Chapter 792, FPM Supplement 792-2 and current FPM letters and bulletins.

### 6-3. PROGRAM SUPPORT AND ENDORSEMENT

Each Operating Administration shall issue an official policy statement so that all employees know the program has top management support. The statement shall incorporate the provisions contained in FPM Supplement 792-2, Subchapter 1.

### 6-4. ROLE OF THE PERSONNEL OFFICE

The OST Director of Personnel and Training is responsible for monitoring the overall administration of employee counseling services prevention, treatment and rehabilitation programs; evaluating program effectiveness; and

making DOT-wide policy and programmatic recommendations to the Assistant Secretary for Administration. Personnel directors in the Operating Administrations shall be responsible for overall administration, implementation and evaluation of Employee Counseling Services Programs in their organizations.

### 6-5. ROLE OF THE SUPERVISOR

a. Within the Department, supervisory personnel have primary responsibility for detecting and referring for diagnosis those employees whose work performance or deportment may be adversely affected by alcohol, drug abuse or emotional problems. The responsibility shall be accomplished as set forth in FPM Supplement 792-2, Subchapter 2.

b. If supervisory interview reveals criminal conduct directed toward or potentially harmful to the person or property of others (e.g., selling or transporting drugs, or stealing to support a habit), the supervisor shall make a report to higher level management who shall consult with the servicing Departmental investigative or security element and further action will be taken on a case-by-case basis.